

Office of State Uniform Payroll
State of Louisiana
Division of Administration

JOHN BEL EDWARDS
GOVERNOR



JAY DARDENNE
COMMISSIONER OF ADMINISTRATION

July 8, 2016

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2017-01

TO: LaGov HCM Paid Agency Human Resources
and Employee Administration Staff

FROM: Andrea P. Hubbard
Director

SUBJECT: Teachers' Retirement and Louisiana School Employees' Retirement
Annual Salary File for 2015-2016 (Retirement Return to Work Input File)

Applicable employers must report to Teachers' Retirement (TRSL) and Louisiana School Employees' Retirement (LSERS) by August 15 all earnings of all persons paid in the prior fiscal year. This includes payroll, accounts payable and 1099 payments. **Notifications will be sent by TRSL and LSERS to agencies required to submit the report.** Please refer to the [TRSL and LSERS Annual Salary File Procedures](#) on the [OSUP Procedures](#) page for details on information that should be included on the file.

For questions regarding submission of the TRSL information, please contact Kyle Farrar or Andrea Guntz with the Audit Department at (877) 275-8775 outside the Baton Rouge area or (225) 925-6446 extensions 7882 and 4844 respectively. For all LSERS questions, please contact Larisa Ellard, LSERS internal auditor, at (225) 925-7492 or via e-mail at lellard@lsers.net.

For LaGov HCM entry and report questions, please contact the LaGov HCM Help Desk via [LaGov HCM web ticket](#). For any additional questions, contact a member of the OSUP Wage and Tax Administration Unit at _DOA-OSUP-WTA@la.gov or (225):

Cindy McClure	342-5346	Gary Bennett	342-1652
Tiko Ary	342-1651	Tracy Smith	219-0191
Wendy Eggert	342-0714	Michelle Richmond	342-2053

APH:CM/mfr

cc: Kyle Farrar, TRSL
Andrea Guntz, TRSL
Larisa Ellard, LSERS